



JTPA

Number: D95-31

Serving the People of California

DIRECTIVE

Date: March 6, 1996

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: INSTRUCTIONS—PROGRAM YEARS 1996 AND 1997 TITLE II JOB
TRAINING PLAN AND TITLE III SUBSTATE PLAN

EXECUTIVE SUMMARY:

Purpose:

This Directive transmits instructions for preparing Title II Job Training Plans and Title III Substate Plans under the Job Training Partnership Act (JTPA) for the two-year period from July 1, 1996, through June 30, 1998, including standards and procedures for the review and approval or disapproval of such plans. The instructions and forms are essentially the same as those used during the last planning cycle, with the exception of one additional area. This is the Private Industry Council/Chief Elected Official (PIC/CEO) notification requirements in accordance with JTPA Directive D95-14 (Rev. 1).

To date, the Department of Labor (DOL) has not published guidance regarding the Governor's Coordination and Special Services Plan (GCSSP) to be submitted by the state for Program Years (PY) 1996 and 1997. The GCSSP contains the Coordination Criteria and Governor's Goals and Objectives that are used as references in preparing the job training plan. Without federal direction, Service Delivery Areas (SDA) should use the GCSSP for PYs 1994 and 1995 (Information Bulletin 94-63) in developing the Job Training Plan. If DOL requires the state to submit a new GCSSP and the Coordination Criteria changes substantially, a modification to the plan may be required. Further instructions, if necessary, will be sent later.

REFERENCES:

- JTPA Sections 103; 104; 122; 141; 206; 253; 263; 266; 312; 313; 314; 317
- JTPA Final Rule: 20 CFR 627.305; 627.310; 627.475; 627.481; 628.410; 628.415; 628.420; 628.425; 628.426; 628.505; 628.510; 628.545; 628.550; 628.803; 631.19; 631.20; 631.31; 631.50
- California Unemployment Insurance Code (Family Economic Security Act [FESA]): Sections 15001; 15002; 15006; 15011; 15020; 15021; 15022; 15023;

15024; 15032; 15032.5; 15037; 15037.3; 15040; 15041; 15042; 15043; 15044; 15045; 15046; 15051; 15057; 15064; 15070; 15072; 15076; 15076.5; 15077

- GCSSP (Coordination Criteria and Goals and Objectives for PYs 1994 and 1995 attached)

STATE-IMPOSED REQUIREMENTS:

This Directive contains state imposed planning requirements. These requirements are identified by the notation, in bold, italic type, ***state-imposed requirement***.

EFFECTIVE DATE:

The instructions contained in this directive are effective immediately. The Job Training Plan and Substate Plan prepared following the instructions in this Directive are effective for the period July 1, 1996, through June 30, 1998.

FILING INSTRUCTIONS:

This Directive replaces and supersedes:

- Interim Directive 94-02, Subject: Instructions - Program Years 1994-95 Title II Job Training Plan and Title III Substate Plan
- Interim Directive 94-02, Amendment 1, Subject: Amendment 1 to Program Years 1994 and 1995 Title II Job Training Plan and Title III Substate Plan Instructions
- Interim Directive 94-02, Amendment 2, Subject: Program Years 1994 and 1995 Title II Job Training Plan and Title III Substate Plan Instructions - Amendment 2
- Interim Directive 94-02, Amendment 3, Subject: Supplemental Instructions - Title II Job Training Plan and Title III Substate Plan

BACKGROUND:

For PYs 1994 and 1995, the state significantly revised the instructions and forms for the Title II Job Training Plan and Title III Substate Plan. The basic structure of the plan addresses the requirements in federal law and regulations and in state law and policy.

The primary Title II planning elements are contained in JTPA Section 104(b) and California Unemployment Insurance Code (CUIC) Section 15043; and the primary Title III planning elements are contained in JTPA Section 313 and CUIC Section 15076. These instructions clarify the intent and purpose of the plan; establish the plan as a compliance document; and simplify the plan preparation process by eliminating unnecessary provisions and requirements, and, where suitable, substituting written assurances.

SCOPE:

This Directive contains planning guidelines and requirements for JTPA Title II SDAs and Title III Substate Areas (SSA) for PYs 1996 and 1997.

POLICY AND PROCEDURES:

Policy and procedures for preparing the Title II Job Training Plan and the Title III Substate Plan are contained in the attached Handbook of Instructions.

ACTION:

- 1) Prepare Title II Job Training Plans and Title III Substate Plans, in accordance with the attached instructions.
- 2) No later than March 3, 1996, publish the plans, or summaries of the plans, and make them available for review and comment in accordance with requirements in JTPA, FESA, and the attached instructions.
- 3) Review and consider comments received; prepare responses to comments.
- 4) Publish final Job Training Plan by April 12, 1996, (80 days prior to the start of the program year) in accordance with requirements established in the attached instructions.
- 5) Submit plans to the state, to be received by 5:00 p.m., Thursday, May 2, 1996, using one of the following methods:

MAIL:

Employment Development Department
Job Training Partnership Division
Attn: Plan Review Unit
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001

COURIER SERVICE/OVERNIGHT MAIL:

Employment Development Department
Job Training Partnership Division
Attn: Plan Review Unit
800 Capitol Mall, MIC 69-1
Sacramento, CA 94814

HAND DELIVER:

Employment Development Department
Job Training Partnership Division
Attn: Plan Review Unit
722 Capitol Mall, Room W1077
Sacramento, CA 94814

INQUIRIES:

Please direct questions about developing your job training and substate plans to your Program Manager.

/S/ VICKI JOHNSRUD
Acting Chief

Attachments not available online. To obtain a copy e-mail JTPD at JTPDLIB@EDD.CA.GOV (subject line should read: "Attachment"), or contact Jim Scholl at (916) 657-4610.

1. JTPA Job Training Plan and Substate Plan, Handbook of Instructions for Program Years 1996 and 1997, February 1996